

**LODDINGTON CEVA PRIMARY SCHOOL  
MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON THURSDAY 8 FEBRUARY 2018 AT 7.00PM AT THE SCHOOL**

**PRESENT/APOLOGIES**

Governor	Present	Apologies ✓ Absent x	Governor	Present	Apologies ✓ Absent x
Mr N Aiken (HT) Headteacher	✓		Mrs S Lewis (SL)	✓	
			Rev J Westwood (JW)	✓	
Mr B Hansford (BH)	✓				
Ms L Hensher (LH)	✓		<b>In Attendance</b>		
Mrs E Laughton (DHT)	✓		Mrs E Redden (Clerk)	✓	

SIP		Action
	<b>01/18 PRAYERS</b>	
	JW opened the meeting with a prayer.	
	<b>02/18 WELCOME AND APOLOGIES</b>	
	The Chair welcomed everyone to the meeting. There were no apologies.	
	<b>03/18 DECLARATION OF INTEREST</b>	
	None.	
	<b>04/18 SAFEGUARDING</b>	
<b>2.0</b>	<p>The school has had a Safeguarding Audit recently and received a comprehensive report. The Auditor toured the school, looked at the Single Central Record (SCR) and Child Protection Records. She also met with the Bursar, a Teaching Assistant (TA) HT and DHT.</p> <p>The HT explained that the school needed to show that it monitors staff and pupil usage of the internet. He explained that he receives a report which shows staff and pupil usage, but he had not been signing them. He confirmed that he now signs all of the reports.</p> <p>Although records are kept of meetings about vulnerable children, there are some conversations that are not recorded. The HT now signs a record once a month to say that he has had conversations about these children.</p> <p>Two areas of financial impact were the storage of the bins which will need to be moved after consultation with the fire service and alternative space needs to be found to store the children's belongings.</p> <p>The report lists several things that the school does as best practice. The school's record keeping is very good and the Auditor was pleased to see that the governors check the SCR. The HT will draw up an action plan, but there will be nothing major on it.</p> <p>A governor raised the fact although she knows the permanent staff at the school, there are often other adults in the school that she does not know such as student teachers and volunteer helpers. She asked for something to be put in the school's newsletter to introduce people and explain why they are at the school. HT to look into doing this.</p>	<p><b>HT</b></p> <p><b>HT</b></p>

		<b>Action</b>
	<b>05/18 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.</b>	
	General Data Protection Regulation (GDPR) – BH Name Badges – HT	
	<b>06/18 MINUTES OF THE MEETING HELD ON WEDNESDAY 7 DECEMBER 2017 (ENC)</b>	
	It was <b>agreed</b> that the Chair could sign the minutes as a true and accurate reflection of the meeting.	
	<b>07/18 MATTERS ARISING AND ACTION TEMPLATE</b>	
	93/17 <i>The HT is still looking for some local governing boards that the governors could visit. The Clerk suggested that Ringstead or Great Addington might be willing for governors to visit their meetings. <b>Carried forward.</b></i>	<b>HT</b>
	93/17 <i>The Chair had attended some ASP training and found it very useful. ASP is easier to use and interrogate. Other governors were keen to attend ASP training. HT to see if he can find some.</i>	<b>HT</b>
	93/17 <i>The person that JW was going to approach has still not moved into the area. He will approach some other people.</i>	<b>JW</b>
	93/17 <i>The outstanding Skills Audit has been completed and returned to the Chair. He will now carry out an analysis of the governing board's skills.</i>	<b>BH</b>
	94/17 <i>With the exception of JW, all governors now receive the school's newsletter. The reason why JW is not receiving newsletters will be looked into.</i>	<b>HT</b>
	95/17 <i>The HT reported that the children were very well behaved for the Bishop's visit to open the Spiritual Garden.</i>	
	95/17 <i>The HT reported that the take up of school meals has increased.</i>	
	99/17 <i>Using the church for collective worship once a week had been discussed with staff and they were concerned about the children walking back from church when there are lots of parents driving to school to collect their children.</i>	
	<i>The idea of using the church was to give the teacher whose classroom is used for assembly some respite. Other ways of doing this, such as having assembly outside will be looked into.</i>	
	All other Matters Arising were either considered to be complete or would be discussed elsewhere on the agenda.	

		Action
	<b>08/9/18 HEADTEACHER'S REPORT AND SCHOOL DEVELOPMENT PLAN/POST OFSTED INSPECTION PLAN (STANDING ITEM) (ENC)</b>	
	<p><b>Staffing</b> There are three members of staff on long term sick leave at present. One should be back after half term. The second member of staff is still quite poorly and the HT will speak to her shortly. The school is waiting on a Medigold report for the third member of staff.</p> <p>Staff are managing to cover internally for member of the lunchtime support staff who is off ill although lunchtimes in the village hall are not running as smoothly as usual. The children walk over to the hall quietly. One lunch supervisor has changed her hours slightly which should help make it easier to pack away. The HT and DHT try and get over to the village hall every lunchtime. The majority of the children in the village hall are in KS1 and the majority of these collect their sandwiches and return to school to eat them.</p> <p><b>Safeguarding</b> See Item 07/18.</p>	
3.5	<p><b>School Improvement Plan (enc)</b> The SIP is mostly on track. The HT has RAG rated it and he explained the couple of sections that are still red. Rather than introduce a new handwriting scheme, the school will insist that the children improve how they already write. One milestone has been missed in the progress to develop a stimulating learning environment so it is not quite on track. All items RAG'd yellow are on track. There are also several items that are already completed and are green.</p>	
6.1/2	<p>The Christianity Project is a key area especially with the DHT, who is leading the project is leaving at Easter. The DHT is doing everything she can to make sure that the school is as prepared as possible for the sections being taught after she leaves. The same person who carried out the school's recent Safeguarding Audit can also train staff in the Christianity Project and some more training will be being put on.</p> <p>The DHT stated that the project is taking time as expectations have changed especially higher up the school.</p>	
	<p>Would it be helpful for JW to meet with the DHT for a handover? Yes. What have the children studied so far? God and the Creation with Salvation being studied next.</p>	JW/ DHT
4.2	<p>The HT has submitted some data projections to PDET and he will send them to governors. Year 2 is very positive. The Year 6 targets are very challenging but the Year 6 teacher will concentrate on the children working at Greater Depth whilst the HT will work with those who are borderline.</p> <p>Where do the targets set come from? The HT referred governors to the Academy Improvement Report (enc). The targets are set using O Track. The HT will send governors the Performance Summary Report and O Track data.</p>	HT

SIP		Action
1.5	<p>The HT is going to take some of the children on the SEN Register off it as there are some children on it who although they are under performing, do not have a special educational need. This will have an impact on the SEN data on O Track. The HT and DHT have discussed the Disadvantaged Children and do not have any concerns as DA children are a very small cohort in the school. The HT cannot see any trends in the data.</p>	
3.2	<p>The HT has been through the Question Level Analysis document he received and found it very useful for informing the school's planning. It is possible to see which children answered which questions.</p> <p>The school is starting to use data positively and correctly to inform teachers. The school's data is now shared better and staff understand and are using it better.</p> <p>Does the HT go through children's data with their class teacher? Yes as the HT does not want any child to be left behind. He monitors it even more closely for the Year 6 children. As well as monitoring data regular book scrutinies are carried out to triangulate the data. A recent lesson observation highlighted a problem which was quickly resolved.</p> <p><b>CPD</b> There has been lots of CPD and is lots planned.</p> <p><b>Number on Roll</b> There are 98 children on roll. There are eight children who the HT is fairly confident will start in Reception in September and another seven or eight that he is hopeful will also start. What is the demographic like for the new cohort? Similar to last year but there are more children who live in Loddington.</p> <p><b>Visits/Visitors</b> Sue Boshell the Read, Write Inc (RWI) Representative has visited the school recently and is very enthusiastic. The school is continuing with the free trial of RWI.</p> <p><b>Sports</b> A parent has offered to sponsor the school's sports kit.</p> <p>The governors discussed and it was suggested that the HT put a request in the school's newsletter for spare/out grown etc sportswear and equipment that the school could make use of.</p> <p><b>Attendance</b> Whole School Attendance is 96.7%.</p> <p><b>SEN</b> There is an EHCP draft plan in place which will formalise the child's education. The relationship with the child's parent did break down but it is now back on track.</p>	HT

SIP		Action
2.1	<p>A weighted blanket has been purchased to provide a secure retreat for a child with ASD. The blanket is very helpful to the child. <b>Does it single the child out? No, it doesn't appear to.</b> The HT showed governors the pop-up privacy screens the school has purchased recently to help ASD/ADHD children to concentrate during lessons.</p> <p>The Chair had been into school and reported how he had been impressed when he saw the de-escalation process put into practice another governor concurred.</p> <p>There has been a PEP meeting for a Looked After Child recently.</p> <p><b>Staffing</b> Interviews for a replacement Early Years Teacher have been held and a job offer has been made. The school is still waiting for the offer to be accepted. The preferred candidate is able to start at Easter.</p> <p><b>Links to the Church</b> A joint Candlemas Service with Pytchley has been held recently.</p> <p><b>Does the school have anything else planned with Pytchley? No not traditionally. PDET will be holding a Maths Day and a Sports Day later on in the year for all schools to get together.</b></p> <p>The School Communion service will be on 16 March and the Easter service on 28 March.</p> <p>Holy Trinity Church in Rothwell is hosting two Experience Easter days on 20 and 21 March for local schools when there will be an interactive telling of the Easter story. Children from all the local primary schools will be invited. All the children from Loddington will be able to experience the event.</p>	
	<b>10/18 FINANCE UPDATE</b>	
	<p>The Chair of Finance informed the meeting that there were no concerns with the school's current budget situation. The HT will look at re-doing the school's five year budget shortly.</p> <p><b>Does the HT have any concerns about the number of children on roll? No. The HT is hoping to be at PAN with his numbers in Reception this year. He also has some solutions he can put in place if he needs to. If the school gets 15 children in Reception this year, the school will be able to be managed. Are there spaces in other year groups? Yes.</b></p> <p><b>Will the school do more to recruit children? Yes. It is too late to do anything for this year but it will do something for next year.</b> BH, HT and NY to look into what can be done for next year.</p>	<b>BH/HT /NY</b>



SIP		Action
	<b>14/18 GOVERNOR ISSUES</b>	
	<p><b>Governor Vacancies</b> Already discussed. See Item 07/18.</p> <p><b>Governor Visits</b> There are several governors with outstanding Governor Visit Reports to write up. Reports to be written up as soon as possible. The HT stated that he appreciates the support that governors give to him.</p>	<b>SL/BH /LH</b>
	<b>15/18 ANY OTHER BUSINESS</b>	
	<p><b>General Data Protection Regulation</b> The Clerk had brought this to governors' attention at the last meeting. The Chair had found a checklist for governors to use on The Key. The HT advised that the school has been asked to suspend all training on the GDPR until PDET have received more information from their solicitors.</p> <p>The school will be buying some new encrypted lap tops and the HT is in the process of clearing the hard drives of any surplus information.</p> <p>The school will have to be guided by PDET but the governors will have a duty of care to the school.</p> <p><b>Name Badges</b> The HT is in the process of having new name badges produced with photos on them.</p>	
	<b>16/18 DATE OF NEXT MEETING</b>	
	<p>Thursday 22 March at 7.00pm</p> <p>The Chair thanked governors for attending and closed the meeting at 9.30pm.</p>	

Signed..... Date.....

## ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 220 04/18	HT to draw up a Safeguarding Action Plan.	<b>Neil Aiken</b> as soon as possible.
Page 220 04/18	HT to look into putting articles in the school's newsletter to introduce new staff to parents.	<b>Neil Aiken</b> as soon as possible.
Page 221 07/18	HT to continue to look for local governing boards that governors could visit. <b>Carried forward.</b>	<b>Neil Aiken</b> as soon as possible.
Page 221 07/18	HT to source some ASP training for governors.	<b>Neil Aiken</b> as soon as possible.
Page 221 07/18	JW to approach some people he knows about becoming school governors.	<b>John Westwood</b> as soon as possible.
Page 221 07/18	BH to carry out an analysis of the governing board's skills.	<b>Barry Hansford</b> as soon as possible.
Page 221 07/18	HT to ascertain why JW is not receiving school newsletters and rectify if possible.	<b>Neil Aiken</b> as soon as possible.
Page 222 08/9/18	JW to meet with DHT for a handover of the Christianity Project before the DHT leaves.	<b>John Westwood</b> and <b>Emma Laughton</b> before the end of term.
Page 222 08/9/18	HT to send governors the data projections that he sent to PDET.	<b>Neil Aiken</b> as soon as possible.
Page 223 08/9/18	HT to put a request in the school's newsletter for spare/outgrown sportswear and equipment.	<b>Neil Aiken</b> as soon as possible.
Page 224 10/18	BH, HT and NY to look into ways of promoting the school for September 2019.	<b>Barry Hansford, Neil Aiken</b> and <b>Nicola Young</b> in the Summer Term.
Page 225 11/18	Clerk to ensure that Risk Assessing is on the agenda for the next meeting.	<b>Clerk</b> prior to the next meeting.
Page 225 12/18	Clerk to ensure that Pay Policy is on the agenda until it is approved.	<b>Clerk</b> until it is approved.
Page 225 12/18	HT to look into sending parents regular tips on links to websites and Twitter feeds	<b>Neil Aiken</b> as soon as possible.
Page 225 12/18	HT to ask the admin team to address the issue of multiple e-mails being sent to parents. Office staff also to be asked to look into whether it is possible to make parent surveys anonymous.	<b>Neil Aiken</b> as soon as possible.
Page 226 14/18	SL, BH and LH to write up their governor visit reports and submit to HT.	<b>Sophie Lewis, Barry Hansford</b> and <b>Lorna Hensher</b> as soon as possible.

Minutes taken and transcribed by  
Liz Redden – Independent Clerk/ISCG Accredited.